



# TOWN OF BOURNE

## Health Department

24 Perry Avenue

Buzzards Bay, MA 02532

www.townofbourne.com/health

Phone (508) 759-0600 ext. 1513

Fax (508) 759-0679



Kaitlyn F. Shea  
Assistant Health Agent

## Board of Health Application for Septic Variance or Waiver Requests Checklist

- **In order for this Application to be deemed complete, it must be accompanied by the following:**
  - \$125 filing fee + any other applicable permit application fees paid to the Town of Bourne.
  - Application for a Disposal System Construction Permit (may be filled out by installer)
  - Six copies of Letter of request describing nature of variances (see samples)
  - Six sets of complete engineered plans and specifications, one with original stamp of design engineer; plus, one electronic copy.
  - Six sets of floor plans, existing and proposed.
  - Six copies of Nitrogen Loading Calculation Worksheet *\*required for all applications*
    - ***BOH UPDATD PROTOCOL: If project's nitrogen loading concentration in groundwater (R) exceeds the greater of 5ppm, then the applicant must provide an alternative strategy for meeting those thresholds.***
  - Abutter notification is required for all BOH variance and waiver requests.** ~~If abutter notification is required,~~ one of each of the following must be submitted:
    - A copy of the certified list of abutters from the Assessor's Department
    - Sample letter for abutter notification postmarked 10 days prior to meeting date
    - Proof of certified mailing (receipts) meeting requirements of 310 CMR 15.405(2)
- **Proposals for installation of Innovative/Alternative septic systems must be accompanied by:**
  - A copy of the Certification for Use including technology specific conditions (1 copy)
  - Draft disclosure notice for the I/A technology to be recorded in the deed (1 copy)
  - Hydrogeologic data for all leaching facilities proposed within 100ft of a wetland/watercourse (6 copies)
  - Percentage of Increase Worksheet may be required for waivers or increases in flow (6 copies)

Red indicates updates discussed at BOH meeting on 3.13.2024